

M e m o r a n d u m

Date: May 27, 2010

To: Telecommunications Section
Attention: Captain J. Whiteford

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.16163.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Telecommunications Section of CHP-owned telecommunications equipment located at various California Office of the State Chief Information Office (OCIO) radio repair facilities (formerly Department of General Services) was conducted on January 12, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that the California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property located at the OCIO Ventura radio repair facility was completed by the Property Inspector (PI) on April 28, 2010. Using property records from the appropriate Office(s) of Primary Interest (OPI), the PI selected all items listed under telecommunications (see Attachment C). No property was found under the general inventory control (Attachment B).

According to the OPI inventory list, the OCIO Ventura radio repair facility had only one item assigned to the facility. The item, Fixed Receiver – rack type was unable to be located and is summarized in Attachment A.

I request your command research and investigate the discrepancy noted above in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI and OCIO to rectify the variance. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory record. In order to verify that the above listed discrepancy has been rectified, please submit a memorandum to the Office of Inspections through the Information Management Division by August 16, 2010.

Safety, Service, and Security

Telecommunications Section

Page 2

May 14, 2010

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in black ink, appearing to read "M. C. A. Santiago".

M. C. A. SANTIAGO, CIG, CLEA
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Staff
Information Management Division
Office of Inspections, Audits Unit

ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
DGS SHOP VENTURA - 0941**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER.	NOT AVAILABLE FOR INSPECTION	COMMENTS
Fixed Receiver - rack type	R38260	X					Unable to be located.

ATTACHMENT B

NONE

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
DGS SHOP VENTURA - 0941

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT											
1	R38260	Fixed Receiver - rack type	LocdPer99	was-000	4183794		X				Unable to be located.

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT D

NONE

ATTACHMENT E

NONE